



The Yale Broadcasting Co.
Incorporated

BOX 242A YALE STATION
NEW HAVEN, CONN.
Telephone 5-6284

PROGRAM DEPARTMENT

Inter Office Memorandum

PROGRAM DIRECTOR
ASSISTANT PROGRAM DIRECTOR
ASSISTANT PROGRAM DIRECTOR (ADM.)
✓ ASSISTANT PROGRAM DIRECTOR (OPNS)

NEWS DEPARTMENT
RECORD DEPARTMENT
SPORTS DEPARTMENT
CONTINUITY DEPARTMENT

SPECIAL EVENTS DIVISION
RECORDING DIVISION
SUPERVISORS
CHIEF ANNOUNCER - MONITOR

1/23/50

TO WHOM IT MAY CONCERN:

DUE TO A NEED FOR MORE SPOT DURING THE EVENING, THE FOLLOWING TIMES WILL BE OPEN FOR ONE MINUTE SPOTS: 5:29:00, 5:59:00, 7:24:00, 9:29:00, AND 10:59:00. ALL ENGINEERS AND ANNOUNCERS SHOULD MAKE SURE THAT THE PROGRAMS ARE OUT AT 29:50 OR 58:50 IF ONE OF THESE SPOTS ARE SCHEDULED. THIS GIVES A MINUTE FOR THE SPOT AND THE BREAK WILL TAKE UP THE OTHER 10 SECONDS. IF THERE IS NO MINUTE SPOT FOR THESE TIMES A REGULAR 20 SECOND PROGRAM COURTESY WILL BE USED. EVERYONE WILL HAVE TO BE ON THE BALL SO THAT THE NEXT PROGRAMS WILL START ON TIME.

WITH THE 20 SECOND SPOTS THE PROGRAM WILL BE OUT AT 29:30 OR 59:30. THESE FIVE TIMES ARE THE ONLY TIMES THAT THERE WILL BE THIS TYPE

A.P.D. (OPNS)

OF ARRANGEMENT.

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NOT FOR RELEASE
TO THE PUBLIC
THIS DOCUMENT

The Yale Broadcasting Co.
Incorporated
PROGRAM DEPARTMENT
Inter Office Memorandum

WYLLIE
1941
ORIGINAL

TO: Mr. [Name]
FROM: Mr. [Name]
SUBJECT: [Subject]

TO WHOM IT MAY CONCERN:

ONE TO A NEED FOR A BREAK DURING THE EVENING, THE FOLLOWING TIMES
WILL BE OPEN FOR ONE MINUTE SPOTS: 8:30:00, 8:45:00, 9:00:00, 9:15:00,
9:30:00, and 9:45:00. ALL ENGINEERS AND ANNOUNCERS SHOULD MAKE SURE
THAT THE PROGRAMS ARE OUT AT 8:30:00 OR 9:00:00 IS ONE OF THESE SPOTS
AND SCHEDULED. THIS GIVES A 15 MINUTE SPOT AND THE BREAK WILL
TAK UP THE OTHER 15 SECONDS. IF THERE IS NO 15 MINUTE SPOT FOR THESE
TIMES A BREAK 20 SECS. IN PROGRESS. COUNTRY WILL BE USED. EVERYONE
WILL HAVE TO BE ON THE BALL SO THAT THE NEXT SPOTS WILL START ON
TIME.

WITH THE 20 SECOND SPOTS THE PROGRAMS WILL BE OUT AT 8:30:00 OR 9:00:00.
THESE FIVE TIMES ARE THE ONLY TIMES THAT THERE WILL BE THIS TYPE
A.P.D. (P. 12)
OF ARRANGEMENT.